

NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S LIBRARIES OR CHILDREN'S SECTION OF GENERAL PUBLIC LIBRARIES.

TITLE AND OBJECT

1. The scheme will be known as "NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S LIBRARIES OR CHILDREN'S SECTION OF GENERAL PUBLIC LIBRARIES".

The object of the scheme is to support and promote children's libraries/ children's section of general public libraries all over the country directly by the Foundation in order to develop reading habit among the children. It is a non-matching scheme.

TYPES OF INSTITUTIONS/ ORGANISATIONS ELIGIBLE FOR ASSISTANCE

2. The assistance under this scheme will be given to the children's libraries or those general public libraries, which have children section. However, assistance under the scheme will also be given to the general public libraries only for opening a separate women section and a separate senior citizen section in the library.

3. The following types of libraries will be eligible for assistance under this scheme:

- (a) A Central/State Government Children Library or Government Public Library with children section.
- (b) A children library or public library with children section managed by State Autonomous Body and Local Body viz. Corporation, Municipality, Panchayat etc.
- (c) A Central Government Sponsored Children's library like Jawahar Bal Bhavan, Aurobindo Bal Kendra etc.
- (d) A Children's library or general public library with children section run by a sponsored/registered voluntary organization.

SCOPE OF ASSISTANCE

4. Assistance will be given for the following purposes:

- (a) (i) Purchase of children books
(ii) Purchase of charts maps, globes, educational toys etc.
- (b) Purchase of Steel Almirah, Steel Book Case, Steel Racks, Steel Reading Tables, Fibre Arm Chairs and steel framed Display Board (for Children Section only i.e. height and design specifically for the children only).
- (c) Purchase of audio-visual materials for educational purpose viz. TV, Tape Recorder, and Educational Audio Cassette etc. for children only.
- (d) (i) Purchase of books for women section

- (ii) Purchase of steel Almirah, Steel Rack, Reading Table, Fibre Arm Chairs and Display Board for women section.
- (e) (i) Purchase of books for senior citizens
- (ii) Purchase of Steel Almirah, Steel Book Case, Steel Rack, Reading Table, Fiber Arm Chairs and Display Board for Senior Citizen Section.

EXTENT OF ASSISTANCE

5. (A) The extent of assistance will be limited to Rs.25000/- per annum, in which at least 60% is to be spent for purchase of children books, for the purpose of items mentioned at clause (4) (a) to (4) (c).

(B) The extent of assistance will be also limited to Rs.15000/- per annum, to open separate women section in the general public library in which at least 60 % is to be spent for purchase of books for women, for the purpose of items mentioned at Clause (4) (d).

(C) The additional extent of assistance will be limited to Rs.10,000/- per annum in which at least 60 % is to be spent for purchase of books to cater the need of the senior Citizen of the society, for the purpose of items mentioned at Clause (4) (e).

NOTE: The proposal for purchase of furniture / equipment only will not be entertained. Normally, no library shall be considered for assistance under the scheme for two consecutive years. Subsequent grant can only be considered only on receipt of the utilization Certificate and Audited Receipts and Payments Accounts and other related documents for the previous grant.

PROCEDURE OF SUBMISSION OF APPLICATION

(Note: Application along with all recurred documents only be considered)

6. The application from Central Government sponsored institutions/ organizations, such as; Jawahar Bal Bhavans will be received directly by the Foundation containing the documents as per Clause 8 (a) for the Scheme.

7. Institutions and organisations other than those mentioned in Clause 6 should submit their applications in the prescribed form complete in all respect to the Convener, State Library Committee of concerned State Government/ Union Territory Administration.

8. The library intending to avail of the assistance should apply in the prescribed form to the Convener for onward transmission to the Foundation along with the following documents:

- (a) **IN CASE OF REGISTERED NON-GOVERNMENT PRIVATE INSTITUTIONS/ SPONSORED LIBRARIES/ ORGANISATIONS:**

- (i) Copy of the registration certificate under the Indian Societies Registration act, 1860 or any other equivalent State Act or registered as a public trust under any law for the time being in force/ sponsorship certificate/ order of sponsorship.
- (ii) Constitution of the organization/ Memorandum of association/ Rules & Regulations.
- (iii) Copy of the latest available Annual Report
- (iv) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organization/ institution/ library as a whole of the preceding year with the audit certificate from a Chartered Accountant or a Government Auditor;
- (v) Original quotation containing description, specification (length breath, height and gauge), quantity, price for the items of steel furniture and equipment proposed to be purchased;
- (vi) An undertaking to bear the liability in case the proposal exceeds the extent of assistance mentioned at Clause 5 above;
- (vii) A photograph of Children Section already exists.

(b) IN CASE OF GOVERNMENT/STATE AUTONOMOUS BODY/LOCAL BODY:

- (i) Original quotation containing description, specification (length breath, height and gauge), quantity, price for the items of steel furniture and equipment proposed to be purchased;
- (ii) An undertaking to bear the liability in case the proposal exceeds the extent of assistance mentioned at Clause 5 above;
- (iii) A photograph of Children Section already exists.

9. Convener, State Library Committee of the concerned State/Union Territory Administration will scrutinize the applications in the light of the clause 8 (a) and (b), as the case may be, and will forward them with such recommendation as he may deem fit.

CONDITIONS OF GRANT

10. Once the items along with the estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted.

11. (a) On receipt of the application, the Foundation will subject to availability of the fund, issue sanction letter to the eligible organizations/institutions/library for submission of stamped pre-receipt and other documents laid down in the sanction letter.

(b) On receipt of the relevant documents mentioned above alongwith the stamped pre-receipt, the Foundation release the grant by account payee cheque directly to the grantee institutions/organizations/libraries under intimation to the Convener.

12. Expenditure prior to receipt of the grant money will not be computed towards utilization of the grant.

13. If the Foundation requires clarification on any point not contained in the application, the institutions/organizations/libraries shall supply it within the time specified by the Foundation failing which the application will not be considered.

14. The institutions/organizations/libraries shall maintain record of all assets created wholly or substantially out of the Foundation's Assistance.

Should the library cease to exist at any time, disposal of the properties acquired with the grants shall be vested with the Foundation.

15. The institutions/organizations/libraries on receipt of the financial assistance shall be open for inspection by an officer deputed by the Foundation or by the State Government/Union Territory Administration.

16. In case of non-utilization of grant, the grantee institutions/libraries shall be liable to refund the unutilized grant along with the interest @ 6 % p.a. to the Foundation.

17. The organization must exercise reasonable economy in the working of the approved scheme.

(a) All the assets created with the grant must be publicly displayed with rubber stamp/painting as under- **Purchased with the assistance of "Raja Rammohun Roy Library Foundation, Kolkata"**.

18. When the Foundation/State Government/Union Territory Administration have reasons to believe that the sanctioned money is not being utilized for the approved purposes, the payment of the grant may be stopped and earlier grants be recovered with interest.

19. The grant is to be utilized six (6) months from the date of receipt of the grant money.

SUBMISSION OF DOCUMENTS AFTER UTILIZATION OF THE GRANT

20.A. IN CASE OF NON-GOVERNMENT ORGANISATIONS/SPONSORED LIBRARY/ORGANISATION AND JAWAHAR BAL BHAVAN (JBB).

The grantee institution/organization/library shall submit the following documents within nine (9) months after the close of the financial year in which the grant was utilized.

- (a) Utilisation Certificate in the prescribed format, duly signed by the organisation, and countersigned by a Chartered Accountant/ a Government Auditor.
- (b) Audited Receipts and Payments accounts, Income and Expenditure Accounts and Balance Sheet of the organization as a whole with an Audit Report from a Chartered Accountant or a Government Auditor for the year in which the grant was utilized.
- (c) List of books purchased containing Accession Numbers, name of the title, name of the author, quantity, price etc., with total gross and net value with seal and signature.
- (d) List of steel furniture and equipment purchased containing description, specification (length, breadth, height and gauge), quantity, price, and in case of TV and tape-recorder, model number, make, price etc., under seal and signature.
- (e) Stock Entry Certificate of the steel furniture/equipment purchased;
- (f) GFR-19, duly filled in with seal and signature.

INCASE OF GOVERNMENT ORGANISATION/STATE AUTONOMOUS BODY/LOCAL BODY.

- (a) Utilisation Certificate in the prescribed format containing the name of the grantee library duly signed by the Drawing and Disbursing Officer of the organization with office seal and duly countersigned by Local Audit Fund;
- (b) Statement of expenditure, **specifying of period**, duly signed by the Drawing and Disbursing Officer, of the organization with office seal;
- (c) List of books purchased containing Accession Number, name of the title, name of the author, quantity, price with total gross and net value under seal and signature;
- (d) List of steel furniture and equipment purchased containing description specification (length, breadth, height and gauge), quantity, price and in case of TV and tape-recorder, model number, make, price etc., under seal and signature;
- (e) Stock Entry Certificate of the furniture and equipment purchased from the **recipient library**;
- (f) GFR-19 duly filled in with seal and signature.
- (g) Xerox copy of the purchase voucher(s) containing 'passed for payment order' with distinct office seal and signature in English or Hindi (official language).

APPLICATION FOR GRANTS UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S LIBRARIES OR CHILDREN'S SECTION OF GENERAL PUBLIC LIBRARIES.

From:

(to be routed through the Convener, State Library Committee of the concerned State Government/Union Territory Administration)

To

The Director,
Raja Rammohun Roy Library Foundation,
Block-DD-34, Sector-I,
Salt Lake City,
Kolkata-700 064.

Subject: *Assistance to Children's Libraries or Children's Section of General Public Libraries.*

Sir,

I submit herewith an application in the prescribed form vide Annexures-I/II and III for a grant under "Non Matching Scheme of Financial Assistance to Children's Library or Children's Section of General Public Libraries". I certify that I have read the Rules and Regulations of the Scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions: -

- (a) All assets acquired wholly or substantially out of the Foundation's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the Foundation.
- (b) The accounts of the scheme shall be reflected in the annual final accounts of the organization/institution/library. This shall also be opened to test check by the Foundation or the concerned State Government.
- (c) Utilisation Certificate together with the relevant documents as per clause 21 of the scheme shall be submitted to the Foundation on completion of the final accounts of the organization/institution/library for the year for which it was utilized.
- (d) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part thereof with 6% interest from date of receipt of the grant.

Yours faithfully,

Signature of the

applicant

With designation and office seal

Place:

Date :

ANNEXURE-I

APPLICATION FOR ASSISTANCE FOR PURCHASE OF CHILDREN BOOKS AND FURNITURE/EQUIPMENT FOR CHILDREN'S LIBRARIES OR CHILDREN SECTION OF GENERAL PUBLIC LIBRARY.

(All columns to be filled up by the applicant)

1. Name and address of the applicant (as per Society Registration Certificate, where applicable) in Capital Letters.
2. Name of the Library run by the Government/Autonomous Body/Local Body/Other Organisations, including NGOs for whom assistance is sought for (in Capital Letters)
3. If Government/State Autonomous Body/Local Body: -
 - a) Give name and address of the Head of the Department
 - b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit Utilisation Certificate and other documents for settlement of the grant.
4. If a Registered Society/Trust/Sponsored Library, mention the number and date of the registration/sponsorship Certificate: - (A copy of the Society Registration Certificate/Sponsorship Certificate, copy of the constitution, list of present members of the Executive Committee, copy of the latest Annual Report, and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet with Audit Report from a Chartered Accountant or a Government Auditor of the preceding year are to be enclosed).
5. Status of the applicant
Autonomous Government/State

(strike out if it is not applicable)

Body/Local
Body/Registered
Non- Government
Public Library/
Sponsored Library/
Jawahar Bal Bhavan
(JBB)

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6.(a) (i) Date of establishment of General Public Library or date of establishment of Children Library

(ii) Date of establishment or the Children's Section of general public library

(b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned)

(c) Whether the library has a reading room facility, if so, the plinth area of the reading room be mentioned.

(d) The Number of persons as may sit together at a time in the reading room to be mentioned:

(i) General Section

(ii) Children Section

(e) Whether the library has any spare space to open a new section, if so, plinth area to be mentioned.

(f) Is there a separate section for children? If so, mentioned the number of children books in stock?

(g) Average number of readers and borrowers per day:

Readers:

Children Sec.

Borrowers:

General Sec.

(h) List of furniture already available in the children's library or children's section of general public library.

(i) Total plinth area of the Children Section

7. (i) Total number of books in stock

- (a) Children's Section
- (b) Other than Children

(ii) Total number of the periodicals and magazines in stock

- (a) Children's Section
- (b) Other than Children

(iii) Total number of the children members in the library.

8. (a) Whether any grant has been received from any other source for the said purpose, if so, give particulars yearwise.

(b) Whether any grant is received from the Foundation, since 1987-88 under this scheme, if so, sanction letter number with date shall be mentioned.

9. Particulars of the grant applied for with estimates

(Extent of assistance is limited to Rs.25000/- in which 60% is to be spent for purchase of children books)

NOTE: PROPOSAL FOR PURCHASE OF FURNITURE/EQUIPMENT ONLY WILL NOT BE ENTERTAINED.

(a) (i) Children Book

Rs.

(Children Books shall be Rs.15000/- net)

(ii) Maps Charts, Globes, Education Toys for Children

Rs.

(b) Purchase of Display Board, Steel almirah/Steel Rack/ Steel Book Case/Steel Reading Table, Fibre Arm Chairs for Children

Rs.

(Original Quotation containing description, specification (length, breadth, height, gauge), quantity, price shall be attached).

(c) Purchase of audio-visual materials for educational purpose viz. TV, Tape Recorder, Educational Audio Cassettes (Original Quotation containing makes, model number, price quantity shall be attached)

Rs.

Total [(a) (i) + (a) (ii) + (b) + (c)] shall not exceed Rs.25000/-

DECLARATION

On behalf of the Children's Library/Institution/Organization, I solemnly declare that the particulars furnished above are true. I certify that I have read the Rules and Regulations of the Scheme and I undertake to abide by them. The account payee cheque may be drawn in favour of

“.....”.

LIST OF ENCLOSURES TO BE ATTACHED: -

A. IN CASE OF NON-GOVERNMENT REGISTERED ORGANISATION/ SPONSORED LIBRARY/JBB	IN CASE OF GOVERNMENT/STATE AUTONOMOUS BODY/LOCAL BODY
<p>(i) Copy of the society Registration Certificate/Trust Deed/ Sponsorship Certificate</p> <p>(ii) Copy of the Constitution/Memorandum of Association</p> <p>(iii) Latest Annual Report</p> <p>(iv) Audited annual accounts viz. Receipts and Payments Accounts, Income and Expenditure Accounts and balance sheet alongwith the audit report from a Chartered Accountant or a Government Auditor of the organization/ institution/library as a whole of the preceding year.</p> <p>(v) Original quotation for items of steel furniture and equipment proposed to be purchased containing description, specification (length, breadth, height and gauge), quantity, price and in case of TV and Tape-recorder, make, model No., price in English or in Hindi (official language)</p> <p>(vi) An Undertaking to bear the liability in case the proposal exceeds the extent of assistance, item-wise, mentioned in the Rules.</p> <p>(vii) A photograph of the Children Section already exist.</p>	<p>(i) Original quotation for items of steel furniture and equipment proposed to be purchased containing description, specification (length, breadth height and gauge), quantity, price and in case of TV and Tape-recorder, make, model No. price in English or in Hindi (official language)</p> <p>(ii) An Undertaking to bear the liability in case the proposal exceeds the extent of assistance item-wise mentioned in the Rules.</p> <p>(iii) A photograph of the Children Section already exist.</p>

*Signature of the applicant with
His designation and office seal
In English or in Hindi (official language)*

ANNEXURE-II

APPLICATION FOR ASSISTANCE TO OPEN SEPARATE WOMEN SECTION IN THE GENERAL PUBLIC LIBRARY

(ALL THE COLUMNS TO BE FILLED UP BY THE APPLICANT)

1. Name of the Library for whom assistance is sought for (in Capital Letters)

2. Whether the library is located in the RCC building or temporary 'kacha' building

3. a) Whether any cubicle can be provided for ladies section separately within the existing library building, if so, plinth area to be mentioned.

b) Number of women may sit together at a time for reading purpose in the said cubicle.

4. a) Whether the library has any separate section for women, if so, the date of establishment of the women section of the library.

b) Proposed date of establishment of women section in General Public Library.

c) Expected women readers would be available

5. Particulars of the grant applied for with estimates (Extent of assistance is limited to Rs.15000/- in which 60% is to be spent for purchase of books for the ladies).
PROPOSAL FOR PURCHASE OF FURNITURE ONLY WILL NOT BE ENTERTAINED.

(a) Purchase of books for women
(proposal for purchase of books for women shall not be less than Rs.9000/-).

Rs.

(b) Purchase of Steel almirah/steel Book rack/Steel Reading Tables and Fible Arm Chairs for women. Rs.

(Original quotation containing description, specification (length, breadth, height and gauge), quantity, price shall be attached. Estimates shall not be exceed Rs.6000/-.

**Total [(a) + (b)] shall not exceed
Rs.15000/- Rs.**

DECLARATION

On behalf of the Institution/Organisation, I solemnly declare that the particulars furnished above are true. I certify that I have read the Rules and Regulation of the Scheme and I undertake to abide by them. The account payee cheque may be drawn in favour of “.....”.

Signature of the applicant
With his designation and office seal

Place:
Date :

Encl.: - Original quotation for items of steel furniture proposed to be purchased to be enclosed.

ANNEXURE-III

APPLICATION FOR ASSISTANCE TO OPEN SEPARATE SENIOR CITIZEN SECTION IN THE GENERAL PUBLIC LIBRARY

(ALL THE COLUMNS TO BE FILLED UP BY THE APPLICANT)

1. Name of the Library for whom assistance is sought for (in Capital Letters).
2. Whether the library is located in the RCC building or temporary 'kacha' building.
3. (a) Whether any cubicle can be provided for senior Citizen section separately within the existing library building. If so, plinth area to be mentioned.

(b) Number of Senior Citizen may sit together at a time for reading purpose in the said cubicle.
4. (a) Whether the library has any separate section for Senior Citizen, if so, the date of establishment of the senior citizen section of the library.

(b) Proposed date of establishment of Senior Citizen section in General Public Library.

(c) Expected Senior Citizen readers would be available.

5. Particulars of the grant applied for with estimates (Extent of assistance is limited to Rs.10,000/- in which 60% is to be spent for purchase of books for the senior citizen).
PROPOSAL FOR PURCHASE OF FURNITURE ONLY WILL NOT BE ENTERTAINED.

Rs.

(a) Purchase of books for Senior Citizen (proposal for purchase of books for senior citizen shall not be less than Rs.6000/-).

(b) Purchase of Steel almirah/Steel Book rack/Steel Reading Tables and Fiber Arm Chairs for Senior Citizen.

(Original quotation containing description, specification (length, breadth, height and gauge), quantity, price shall be attached. Estimated shall not be exceed Rs.4000/-.

Total [(a) + (b)] shall not exceed Rs.10000/-

DECLARATION

On behalf of the Institution/Organisation, I solemnly declare that the particulars furnished above are true. I certify that I have read the Rules and Regulation of the Scheme and in undertake to abide by them. The account payee cheque may be drawn in favour of “.....”.

Signature of the applicant
With his designation and office seal

Place:

Date :

Encl.: - Original quotation for items of steel furniture proposed to be purchased to be enclosed.

TO BE USED BY THE CONVENER, STATE LIBRARY COMMITTEE
RECOMMENDATION

This is to certify that (name of the library in capital letters)_____

A **Children's Library**/General Public Library having children section deserves assistance from the Foundation for its development. Besides, the library authority desires to open women section and senior citizen section separately within the existing library building. The amount of assistance recommended is Rs. _____

(Rupees _____)

Signature

Designation with office seal

Place:

Date :

***Strike out which is not applicable**